



Radiocommunication Bureau (BR)

Administrative Circular
CA/286

2 Octobre 2026

To Administrations of Member States of the ITU and Radiocommunication Sector Members

Subject: Second session of the 2027 Conference Preparatory Meeting (Geneva, 5 – 15 April 2027) for the purpose of preparing the CPM Report to the World Radiocommunication Conference 2027 (WRC-27) and to address preparatory studies for the following Conference

1 Introduction

1.1 In accordance with its Resolution [813 \(WRC-23\)](#), the World Radiocommunication Conference 2023 (WRC-23) resolved to activate the Conference Preparatory Meeting (CPM).

1.2 The principles governing the CPM, its scope and working methods were approved by the Radiocommunication Assembly 2023 (RA-23) in Resolution [ITU-R 2-9](#).

1.3 Administrative Circular [CA/270](#) of 26 January 2024 contains the results of the first session of the 2027 Conference Preparatory Meeting (CPM27-1, Dubai, 18-19 December 2023). Addendum 1 to CA/270 of 15 July 2024 and its Corrigendum 1 of 12 December 2024 provide other information, in particular on dates for completion of the work undertaken by the responsible groups of the Study Groups and on the structure and preparation of input texts for the draft CPM Report to WRC-27.

2 Date and place of the meeting

The second session of the 2027 Conference Preparatory Meeting (CPM27-2) will be held in the International Conference Centre of Geneva (CICG) and at the Headquarters of the Union from 5 to 15 April 2027. The opening plenary of CPM27-2 will commence at 0930 hours on Monday 5 April at the CICG.

3 Programme of the meeting

The draft agenda, containing the programme of the meeting, is provided in the Annex to this Circular.

The CPM Report to WRC-27 will be prepared in accordance with the outline adopted by CPM27-1 (see Annex 9 to CA/270), with due reference to the WRC-27 agenda contained in Council Resolution 1422 (C24).

4 Preparation of the draft consolidated CPM Report to WRC-27

4.1 In accordance with Resolution ITU-R 2-9 and with the decisions taken at CPM27-1, the draft consolidated CPM Report to WRC-27, based on inputs from the responsible groups of the Study Groups, will be prepared by the CPM Management Team at a meeting to be held on 11 and 12 November 2026.

4.2 The draft CPM Report to WRC-27 will represent the basis for the work of the second session of CPM-27. It will be made available in electronic format on the CPM web page as Document CPM27-2/1 following the CPM Management Team meeting in English, with the other languages of the Union being published as soon as possible and a minimum of two months prior to CPM27-2.

5 Contributions

5.1 Participants are requested to submit contributions to the work of the second session of CPM-27 by electronic mail to:

cpm27-2@itu.int

A copy should also be sent to the CPM-27 Chair, Vice-Chairs and Chapter Rapporteurs. The pertinent addresses can be found in the Contacts on the CPM website at:

<http://www.itu.int/go/ITU-R/CPM>

5.2 Contributions will be processed according to the provisions laid down in Resolutions [ITU-R 1-9](#) and ITU-R 2-9 (see also Section 6 below).

5.3 In accordance with Resolution ITU-R 1-9, the following deadlines apply:

5.3.1 Contributions should be received by the Bureau at least **1 (one) month prior to the beginning of CPM27-2, i.e. by 5 March 2027**. For contributions arriving after this date, no commitment can be made regarding their availability at the opening of the meeting in all six languages of the Union.

5.3.2 The **final deadline for the reception of contributions by the Bureau is 14 calendar days (1600 hours UTC) prior to the meeting, i.e. on 22 March 2027 at 1600 hours UTC**. Contributions received by the Bureau later than the aforementioned deadline cannot be accepted. Contributions that are not available to participants at the opening of the meeting shall not be considered.

5.4 Resolution ITU-R 1-9 stipulates that contributions should be limited in length (if possible, less than ten pages) and be prepared using standard word-processing software, without using any auto-formatting facility; modifications to existing text should be indicated by means of revision marks (using "Track Changes"). To that aim, only the relevant part(s) of the draft CPM Report could be reproduced.

5.5 In addition, the ITU-R Document Template and the Guidelines for the preparation of contributions to CPM27-2 should be used. They will be available on the [CPM website](#) in due course.

6 Availability of documents during CPM27-2

Contributions will be posted “as received” in the original language within one working day on the event website.

The official versions of the contributions and other input documents will be posted on:

<https://www.itu.int/md/R23-CPM27.2-C/en>

In accordance with Resolution 167 (Rev. Dubai, 2018), **CPM27-2 will be completely paperless**. [TIES access](#) is required to open CPM27-2 documents.

7 Registration/Visa requirements/Accommodation

Registration to this event is mandatory and will be carried out exclusively on-line via Designated Focal Points (DFPs) for ITU-R event registration. **Participants must first complete an online registration form and submit their registration request for approval by the corresponding focal point.** Participants require an ITU user account for this purpose and are strongly encouraged to **register early** and to indicate **if they intend to attend the meeting in person or remotely**.

The list of ITU-R DFs (TIES protected) as well as detailed information on registration, visa support requirements, hotel accommodation, etc. can be found at:

www.itu.int/en/ITU-R/information/events

8 Remote participation

Unless otherwise decided at the ITU Plenipotentiary Conference 2026, CPM27-2 will be a face-to-face meeting with remote participation facilities.

Access to meeting sessions is restricted to event registered participants only. Delegates wishing to connect to the meeting remotely can access the meeting sessions from the webpage for remote participation:

<https://www.itu.int/en/events/Pages/Virtual-Sessions.aspx>

These virtual meeting session connections should become available 30 minutes before the starting time of each session.

Guidelines on the management of fully virtual meetings and physical meetings with remote participation are available [here](#).

9 Webcast

An audio webcast of the CPM27-2 Plenary and Working Group sessions in all the six official languages of the Union should be provided and accessible from the [CPM webpage](#). Participants do not need to register for the meeting to use the webcast facility, however, [TIES access](#) is required to open the webcast.

The contact person within the Radiocommunication Bureau for general matters regarding CPM23-2 is Mr Philippe Aubineau (Tel: +41 22 730 5992 or by e-mail: philippe.aubineau@itu.int).

A handwritten signature in blue ink, reading "Mario Maniewicz". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mario Maniewicz
Director

Annex: Draft agenda for the second session of the 2027 Conference Preparatory Meeting

Annex

Draft agenda for the second session of the 2027 Conference Preparatory Meeting (CPM27-2)

Preparation of the CPM Report to the World Radiocommunication Conference 2027 (WRC-27)

(Geneva, from 5 to 15 April 2027)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Structure, scheduling and working methods of the second session of CPM-27
- 4** Establishment of Working Groups
- 5** Assignment of documents
- 6** Preparation of the CPM Report to WRC-27
- 7** Any other business

Mr Alexander KÜHN
Chair, CPM-27
